

ON-CALL VAN DRIVER

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
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Distribution Date: September 14, 2011

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION:

ON-CALL VAN DRIVER

LOCATION:

Ojibwa Senior Citizens Center
Baraga, MI

SUPERVISORY CONTROL:

Elderly Nutrition Director

SALARY:

Grade 2 (minimum starting wage = \$7.83/hour)

QUALIFICATIONS:

- Must have valid, unrestricted Michigan Driver's License, and a good driving record.
- Must be at least 18 years of age.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will be given to qualified Veterans (need DD214).

MANDATORY REQUIREMENT:

CPR Training

SUMMARY:

Transports Senior Citizens participating in Elderly Nutrition Program, and home-delivers meals prepared for home-bound Senior Citizens, by performing the following duties.

DUTIES AND RESPONSIBILITIES:

- Arrange and setup meals for home delivery.
- Delivers meals to elders of the tribe.
- Keep the van clean, washed and maintained on a regular basis.
- Check tires, oil, etc., daily.
- Assist cook when needed and check in with cook at end of shift.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned that are of similar kind or level difficulty.

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